



MOVE OUT INSPECTION PACKET

DEAR RESIDENT(S):

This packet contains general information that will simplify the Move-Out and Security Deposit refund process.

Enclosed you will find: General move-out information, a detailed list of cleaning instructions, and a list of cleaning, painting and replacement costs.

Please read this information carefully as it explains what is expected of you and details of what we will be looking for during the inspection of your apartment.

GENERAL MOVE-OUT INFORMATION

Please remember that your lease ends at 12:00 noon on the last day of your lease. Please be sure that you have removed all of your personal items and that you have left the apartment in a clean, and damage-free condition. **If you have not vacated the premises by 12:00 noon, you will incur a \$200 per day storage fee.**

When you moved in, you should have completed a detailed move-in-inspection checklist. Once we have completed the final-move-out inspection on your unit, we will compare it to your move-in-inspection checklist. Any damages noted upon the final-move-out inspection that were not there when you moved in will be deducted from your Security Deposit. We have attached, for your review, a list of the costs for various charges that could be assessed to your Security Deposit.

Please Note: as a tenant you are responsible for any damage(s) to the apartment that goes beyond normal wear and tear. As such, if deductions exceed the Security Deposit, Resident(s) will pay to Landlord the excess within five (5) days after landlord makes written demand. Any outstanding charges not paid to Landlord will be turned over to a collection agency for processing and will become part of your permanent credit history.

PLEASE FOLLOW THE INSTRUCTIONS BELOW TO HELP YOUR MOVE OUT GO EASY

If you have any questions about the move-out process with Paris Apartment Properties, please call the property manager.

- 1. GIVE A 60-DAY NOTICE:** You will be financially responsible for the unit until you move out. Please make sure that you give notice by letter or e-mail.
- 2. PAY ALL UTILITIES UNTIL MOVE OUT:** Make sure all utilities are left in your name until the final day of your rental term. If you do not pay all your bills, the amount will be deducted from your security deposit.
- 3. SCHEDULE YOUR MOVE-OUT INSPECTIONS:** Call or email the office to schedule a Preliminary-Move-Out Inspection.
 - 3A. PRELIMINARY-MOVE-OUT INSPECTION:** You can schedule a preliminary-move-out inspection no earlier than 14 days before your final move-out day. The preliminary-move-out inspection will help inform you of anything that could potentially be charged to you upon move-out. This gives you the opportunity to restore the property to its actual MOVE-IN CONDITION to avoid deductions from your Security Deposit. At the end of the PRELIMINARY-MOVE-OUT-INSPECTION the Apartment Manager and/or Landlord will schedule your FINAL-MOVE-OUT INSPECTION on the final day of your lease period.
 - 3B.** To officially move out of your apartment, a **FINAL-MOVE-OUT INSPECTION** must be scheduled with the Apartment Manager the final day your lease expires. At that time, you will fill out a **(1) Surrender-of Possession & Key Return form**

(download from www.parisapartmentproperties.com) along with your forwarding address (same form) so that we can make sure to get your Security Deposit, if any, back to you in a timely manner. And at the same time, you will **(2)** turn in all issued keys (You will be charged \$45 for each key not returned). Keep in mind, this **FINAL MOVE-OUT INSPECTION** will be the last time you enter the unit. The unit should be clean and empty.

4. WE DO NOT PRO-RATE LAST MONTHS RENT

DETAILED CLEANING INSTRUCTIONS

The following cleaning guidelines will help you be Move-Out ready! We suggest that you clean your apartment to the specifications listed below:

KITCHEN

DO NOT UNPLUG OR TURN OFF THE REFRIGERATOR! SIMPLY TURN IT TO THE LOWEST SETTING. UNPLUGGING THE REFRIGERATOR AND SHUTTING THE DOOR WILL RUIN THE REFRIGERATOR. IN THIS CASE, YOU WILL BE RESPONSIBLE FOR THE COST OF REPLACING THE REFRIGERATOR. ALSO, DO NOT USE A KNIFE TO SCRAPE ICE, AS IT COULD PUNCTURE THE FREEZER AND YOU WILL BE CHARGED FOR ITS REPAIR/REPLACEMENT.

CABINETS AND DRAWERS: Clean/Wipe down inside and out. Leave no crumbs or personal belongings.

COUNTERTOPS AND BACKSPLASH: Clean off all stains and residue.

REFRIGERATOR/FREEZER: Must be defrosted, cleaned inside and out and turned to the lowest setting.

RANGE: Clean the top, back, front, oven, broiler, drip pans, underneath the top burners and underneath the oven. Make sure that when you are done cleaning the oven there is no residue left behind. Turn the oven on for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it off.

FLOOR: Must be scrubbed. Clean underneath the refrigerator and stove as well as the visible areas.

LIGHTS: Lights and/or coverings (fan blades and glass globe) should be taken down and washed, then reinstalled.

WALLS: Should be washed or wiped to remove all grease and grime, and fingerprints.

WINDOWS: Must be cleaned inside with no streaks. Outside windows should also be cleaned if possible. Please make sure to clean all window sills as well as the window tracks.

DISHWASHER: Must be cleaned inside and outside. Do not forget to wash the top of the door on the dishwasher and remove all crumbs and grime from the rubber edging. Clean the filter and the light as well.

BATHROOMS

BATHTUB ENCLOSURES AND SHOWERS: Must be cleaned with no white residue, mildew or soap scum left behind.

BATHTUB: Clean inside and outside with no white residue, mildew or soap scum left behind. Also make sure all hair is removed.

TOILET: Clean the inside, outside, seat, lid, under the lid and tank. Don't forget the base!

MIRROR: Clean the mirror – don't leave streaks.

SINK: Must be cleaned with no hair or white residue left. Make sure chrome faucets shine with no streaks or water spots left on them.

VANITY: Must be emptied of all personal property and cleaned inside and out. Also clean the top.

FLOOR: Must be scrubbed. Pay close attention to around and behind the base of the toilet, and remember to wipe down baseboards as well.

LIGHTS: Must have working bulbs and all light fixtures must be cleaned.

TOILET PAPER HOLDER: Must be cleaned and dust/grime free.

LIVING ROOM AND BEDROOM(S)

VERTICAL BLINDS: Must be cleaned. Please make sure soap streaks are gone.

LIGHTS: All light fixtures must be taken down, cleaned and put back up. All light bulbs must be present and in working order. Any missing or inoperable bulbs will result in a replacement charge deducted from your security deposit.

WINDOWS: Clean inside with no streaks, as well as, window sills and window tracks.

SMOKE DETECTORS: Must be present and in working condition.

BASEBOARDS: Must be clean and dust free. Don't forget to clean the baseboards behind furniture as well.

CLOSETS: Must be cleaned out, vacuumed or wiped down and all personal belongings must be removed.

SCREENS: Must be present, installed in windows and free of damage.

WALLS: Must be free of cobwebs throughout and wiped down where necessary (spills, fingerprints, black marks etc.).

LIGHT SWITCHES AND OUTLET PLATES: Should be wiped down and free of dust and fingerprints. Please replace if missing.

VENTS: Kitchen or bath—should be cleaned and free of dust or build-up.

FLOOR: Must be scrubbed and free of any marks and/or scuffs. No missing grout. Broken tiles will incur a replacement fee.

SUGGESTED CLEANING SUPPLY CHECK LIST

| | | | |
|---------------------|---------------------------------|----------------------------|-----------------------------|
| _____ Dish Soap | _____ Comet Cleanser | _____ Clorox Bleach | _____ Brillo Pads |
| _____ Grout Brush | _____ Knee Pads | _____ Broom | _____ Scrubbing Bubbles |
| _____ Floor Cleaner | _____ Vacuum | _____ Dusting Clothes | _____ Toilet Bowl Cleaner |
| _____ Sponges | _____ Paper Towels | _____ Dust Pan | _____ Garbage Bags |
| _____ Toilet Brush | _____ Mold & Mildew Cleaner | _____ Windex | _____ Lime Away or CLR |
| _____ Rags | _____ Feather Duster | _____ Mop & Bucket | _____ Furniture polish |
| _____ Rubber Gloves | _____ Lysol All-Purpose Cleaner | _____ Tile & Grout Cleaner | _____ Easy-Off Oven Cleaner |

CLEANING AND REPAIR CHARGE GUIDELINES

If, prior to moving Resident does not professionally clean the items listed below and/or leave them in satisfactory working order, the following charges will be deducted from Resident(s) Security Deposit. If management incurs a higher cost for cleaning or repairing an item, Resident will be responsible for paying the higher cost. Please note that this is not an all-inclusive list; Resident may be charged for cleaning or repairing items that are not on the list. **Note: Repairs by licensed trades, as charged to Landlord. Prices subject to change.**

| | | | | | |
|------------------|------|----------------------|------|------------------------|-------------|
| Oven | \$75 | Bathtub | \$75 | Contact Paper Removal | \$100 |
| Range hood | \$40 | Toilet | \$75 | Trash/per Truck Load | \$225 |
| Refrigerator | \$75 | Bathroom Sink | \$40 | Light Bulb Replacement | \$6/bulb |
| Kitchen Counters | \$50 | Bathroom Vanity | \$30 | Nail holes | \$15/hole |
| Kitchen Sink | \$40 | Bathroom Cabinets | \$40 | Floor Cleaning | \$275 |
| Dish Washer | \$40 | Drywall /per sq. ft. | \$50 | Window Cleaning | \$30/window |

REPLACEMENT CHARGE GUIDELINES

If any items are missing or damaged to the point that they must be replaced when Resident moves out, Resident will be charged for the current cost of replacement, including labor and delivery/service charges. A "representative" list of replacement charges is provided below. These are guidelines for prices. If management incurs a higher cost for replacing an item, Resident will be responsible for paying the higher cost. Please note that this is not all all-inclusive list; resident may be charged for the replacement of items that are not on the list. **Prices subject to change.**

| | | | | | |
|------------------|-------|-----------------|-------|-------------------------|-------|
| Oven/Stove | \$550 | Vanity Light | \$95 | Garbage Disposal | \$150 |
| Range Hood | \$75 | Toilet | \$220 | Electrical Cover Plates | \$6 |
| Refrigerator | \$575 | Shower Rod | \$60 | Electrical Outlets | \$35 |
| Dishwasher | \$550 | Bathroom Vanity | \$575 | Deadlock Set | \$55 |
| A/C Unit | \$650 | Bathroom Mirror | \$150 | Security Screen Door | \$150 |
| Floor Tiles/each | \$150 | Shower Head | \$50 | Ceiling Fan | \$110 |

PAINTING CHARGE GUIDELINES

In almost all cases, once a Resident vacates, the interior will require new paint. The following schedule applies to your pro-rated costs.

| Length of Stay | % of Cost Charged | Length of Stay | % of Cost Charged |
|----------------|-------------------|----------------|-------------------|
| 0-6 months | 100% | 21-22 months | 60% |
| 7-8 months | 95% | 23-24 months | 55% |
| 9-10 months | 90% | 25-26 months | 50% |
| 11-12 months | 85% | 27-28 months | 40% |
| 13-14 months | 80% | 29-30 months | 30% |
| 15-16 months | 75% | 31-32 months | 20% |
| 17-18 months | 70% | 33-34 months | 10% |
| 19-20 months | 65% | 35-36 months | No Charge back |

FINAL NOTES

If you have chosen Comcast as your cable company, you must contact them to disconnect. Please make sure you call the phone company (landline subscribers only) and any internet providers to disconnect your service(s). Inform those companies of the date you wish to terminate service and give them a forwarding address to which they can send your final bill.

It is very important to disconnect your service, as new residents will be unable to get service if you have not terminated and you will continue to be billed.

Your Security Deposit will be processed within twenty-one days of the termination date of your lease. Included with your refund will be a detailed, itemized list of any damages and deductions.

Please know that we welcome any questions that you have about the move-out process. Please let us know if we can help you better understand any of the information in this packet. If you misplace this packet, it is available at:

www.parisapartmentproperties.com Under Resident Information.

We hope that you have enjoyed your stay with us and we wish you much luck in all your future endeavors!

Sincerely,
Hernandez Law & Property Management
916-728-1500

